Dear all,

This school year we will continue to use iCal and Google Calendar for school-wide and classroom calendaring. All teachers must subscribe to four calendars in their iCal and have the option of subscribing to three more at the beginning of the school year. The calendars all teachers must subscribe to are:

1. SAS Board Calendar: This is a public consumption calendar for parents and teachers which holds all school holidays and important dates such as first day of school, student orientation days, and public events such as the Pudong BBQ and Puxi International Fair.
2. Educational Programs Calendar: All school wide committees, professional development days, Wednesday after school meetings, and consultants will be listed on this calendar.
3. Pudong Events Calendar: This is a Pudong campus calendar which will hold events that are campus wide such as fire drills and Fun and Friendly Fridays (FFF).
4. Divisional Staff Calendar: Each division has a calendar for team meeting times, assemblies, testing schedules, class field trips, etc...
5. Additionally, teachers *may* subscribe to the Pudong Activities and Athletics Calendar, the Auditorium Booking Calendar, and the two other divisional calendars.

The calendars have been created and will be updated to avoid duplication. When you would like to temporarily stop viewing a calendars events, click on the colored box in front of the calendar name.

**Follow the directions below to subscribe within your iCal.**

COPY the appropriate calendar address below. Open up iCal, go to Calendar and click on Subscribe to paste in the address. Hit the blue Subscribe button. The last step will be to right click on the calendars within iCal and go to "Get Info" where you will need to change the Auto Refresh option from "No" to "Every 5 Minutes". You will need to do this process for each calendar.

**SAS Board Calendar address:**

http://www.google.com/calendar/ical/2r9n0vpblc33pl1s5lv3tfp0fs%40group.calendar.google.com/public/basic.ics

**Educational Programs Calendar address:**

http://www.google.com/calendar/ical/gi2vef1i646jedliqm0gn0h638%40group.calendar.google.com/public/basic.ics

**Pudong Events Calendar**

http://www.google.com/calendar/ical/apfpv4fl2brdaousrouiee21gg%40group.calendar.google.com/public/basic.ics

**High School Staff Calendar**

http://www.google.com/calendar/ical/saspudonghs%40gmail.com/public/basic.ics

**Middle School Staff Calendar**

http://www.google.com/calendar/ical/ugtj0p6k9aii77h6rrubtvcfpc%40group.calendar.google.com/public/basic.ics

**Elementary School Staff Calendar**

http://www.google.com/calendar/ical/j44e6j2jsmog3u3m47oae6t67s%40group.calendar.google.com/public/basic.ics

**Pudong Activities and Athletics Calendar**

http://www.google.com/calendar/ical/m35eiv56sntpqsr5qac5mv3tvg%40group.calendar.google.com/public/basic.ics

**Auditorium Booking Calendar**

http://www.google.com/calendar/ical/hemj27gpffcan3egc2mu55rp90%40group.calendar.google.com/public/basic.ics